



Town of Grafton
Office of the Board of Assessors
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**MINUTES
BOARD OF ASSESSORS
May 24, 2016**

A meeting of the Grafton Board of Assessors was held in the Grafton Municipal Center on Tuesday, May 24, 2016. Chairman Drew Manlove, Clerk Marsha Platt and Member Ken Grew were present at the meeting.

1. CALL TO ORDER

Chairman, Drew Manlove called the meeting to order at 9:37 AM.

2. ACTION ITEMS

A. Approval of Minutes: A motion to approve the minutes from April 26, 2016 was made by Ken Grew and seconded by Drew Manlove. Marsha Platt abstained. Motion passed.

B. Bills – April: The following FY 2016 bills were approved:

Alex Sendzik	\$ 307.80
Worcester District Registry of Deeds	<u>\$ 8.00</u>
	\$ 315.80

C. Real Estate Abatements: Drew informed the Board that the Town of Grafton purchased a portion of land from Frederic E. Churchill. A motion to approve a FY 2016 real estate abatement for the portion of land owned by the Town of Grafton in the amount of \$39.37 was made by Ken Grew and seconded by Drew Manlove. Motion passed.

D. Personal Property Abatements: Drew informed the Board that Reginald Anderson received a duplicate personal property bill. A motion to approve a FY 2016 personal property abatement for Reginald Anderson, account #106870, was made by Ken Grew and seconded by Drew Manlove. Motion passed.

Drew discussed the Form of List mailing with the Board. Drew is going to revamp the mailing that will go out next year. There have been several personal property abatements for businesses that have closed. The intent is to make sure the business and/ or real estate owner understands what the reporting requirements are and the need to communicate to the Assessors Office what is happening with the business.

E. Income & Expense Abatement: Drew informed the Board that Mr. Seaver was in questioning the Income & Expense lien on the property. Mr. Seaver is the new owner and did not receive the Income & Expense form that was sent to the previous owner on March 1, 2015 for FY 2016. A motion to abate the Income & Expense lien for Austin Seaver Jr., 121 Main Street, in the amount of \$250.00 was made by Marsha Platt and seconded by Ken Grew. The motion passed.

Drew informed the Board that he intends to revise the Income and Expense cover letter that is sent out with the filing. Drew will put a draft of the letter before the Board for discussion.

3. DISCUSSION ITEMS

A. Discuss 37 Cortland Way, Ed & Michelle O'Toole: Drew informed the Board that On May 2, 2016 the Department of Revenue granted authority to abate taxes in the amount of \$1,850.88 and associated CPA in the amount of \$27.76 for Ed and Michelle O'Toole, 37 Cortland Way. The abatement is due to a data entry error with the square footage of his home.

B. Motor vehicle excise commitments 2016-02 & 2015-20: The Board was notified that motor vehicle commitments 2016-02 in the amount of \$215,150.19 and 2015-20 in the amount of \$40.42 were turned over to the Treasurer/Collector on April 8, 2016. Bills were issued on April 15, 2016 and were due on May 16, 2016.

C. Recertification Funding: Drew informed the Board that monies for recertification were approved at Special Town Meeting on May 9, 2016. The Board of Selectmen will sign the contract with Real Estate Research Consultants, Inc. tonight at their meeting.

4. CORRESPONDENCE

None.

5. ANY OTHER ITEM WHICH MAY LAWFULLY COME BEFORE THE BOARD

None.

6. MEETING DATES

Wednesday, July 6, 2016 at 8:30 AM

7. EXECUTIVE SESSION

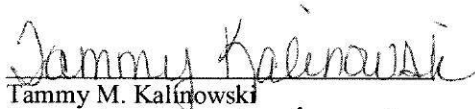
At 10:05 AM Drew Manlove made a motion to go into executive session under MGL 30A Sec 21 (7), for the purposes of discussing a personal exemption for Doris Ryan. Ken grew seconded the motion. All were in favor by roll call. Drew Manlove, aye, Marsha Platt, aye and Ken Grew, aye.

At 10:12 AM Drew Manlove made a motion to close executive session and reconvene regular session. Ken Grew seconded the motion. All were in favor by roll call. Ken Grew aye, Marsha Platt aye and Drew Manlove Aye.


8. ADJOURNMENT

A motion to adjourn the meeting at 10:16 AM was made by Marsha Platt and seconded by Ken Grew. The motion passed.

Minutes typed by:


Tammy M. Kalinowski

Approved:


Drew Manlove

EXHIBITS:

- Draft minutes April 26, 2016, 5 pages.
- FY 2016 Schedule of Bills Payable, May 5, 2016 and May 9, 2016.
- Real estate exemptions, 1 application.
- Personal property abatements, 1 application.
- Department of Revenue Approval Notice, 37 Cortland Way, Dated May 2, 2016, 1 page.